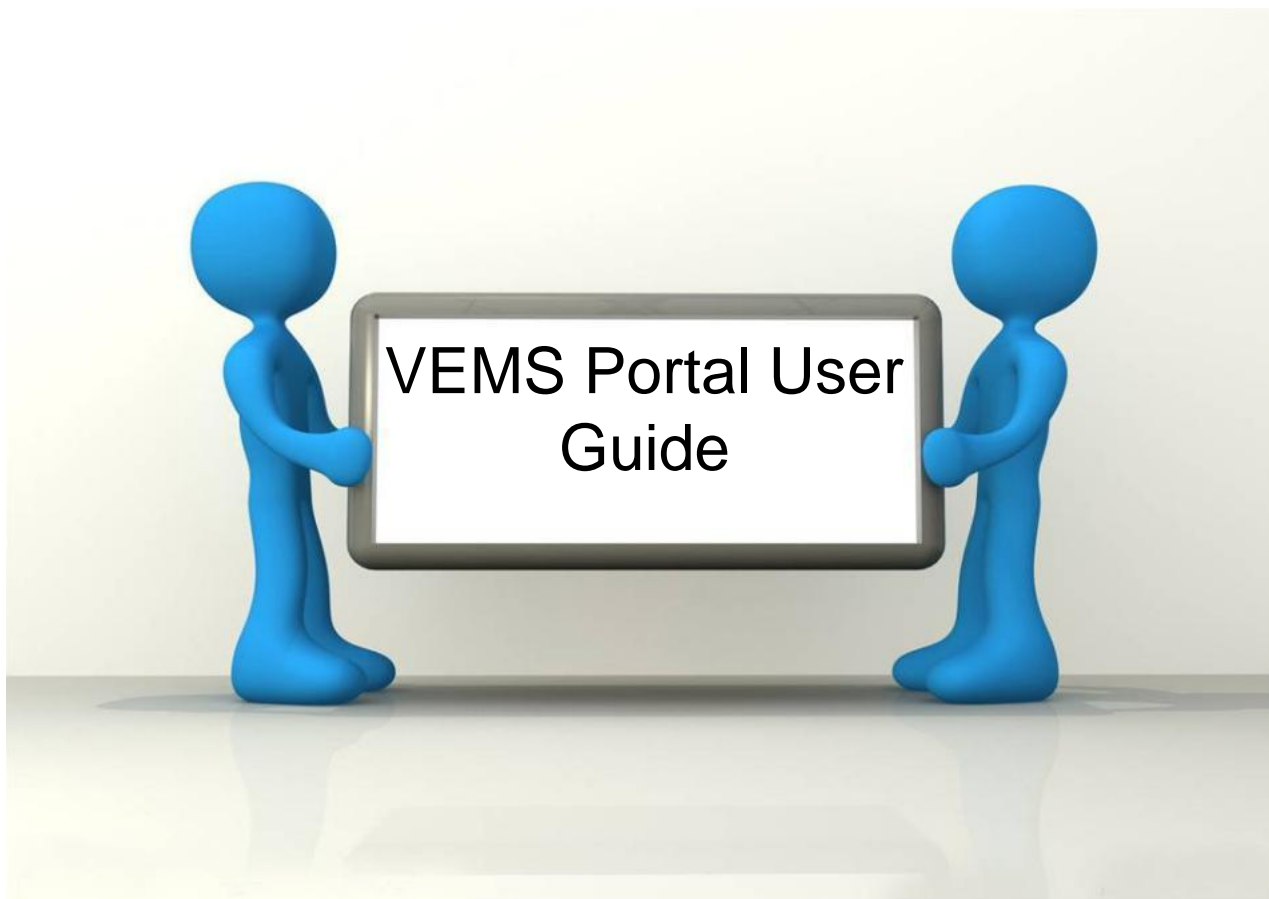




VEMS Portal User Guide





Prior to Registering or logging into VIP for the first time please ensure that you have registered for a DS Login(Veterans) or a ID.me(non-Veterans) account.

From the VIP homepage select Register



U.S. Department
of Veterans Affairs

Office of Small and Disadvantaged
Business Utilization

VIP VENDOR
INFORMATION
PAGES

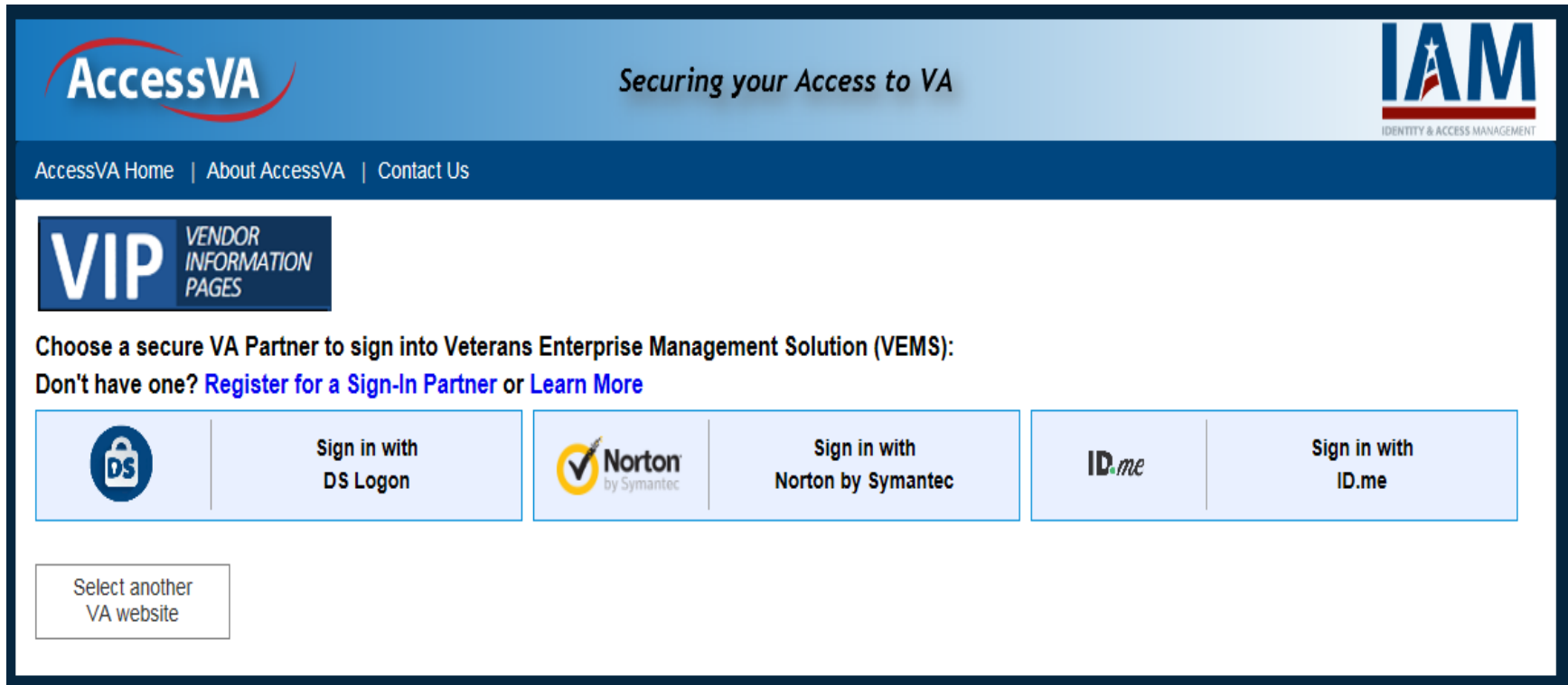
[Search](#) [Verification](#) [Login](#) [Register](#)

Attention: Verification Applicants. CVE's application inventory is higher than normal.

Current application processing time is **90 days from the date of account creation (first-time application) or the date of application submission (re-application)**. The application timer temporarily stops any time CVE is waiting for a response from the applicant. Therefore, applicants are encouraged to respond in a timely and complete manner to any requests for information. In addition, to assist with application processing, CVE highly recommends that applicants adhere to the following pre-application steps:

1. Participate in a pre-application webinar
2. Upload as many (if not all) of the required documents as possible prior to submitting an application
3. Contact your local Verification Assistance Counselor if needed

After selecting Register you will be taken to the following screen. Veterans will login using an DS Login account and Non-Veterans will login with an ID.me account.



The screenshot shows the AccessVA login interface. At the top, the 'AccessVA' logo is on the left, the text 'Securing your Access to VA' is in the center, and the 'IAM' (Identity & Access Management) logo is on the right. Below the header is a navigation bar with links: 'AccessVA Home | About AccessVA | Contact Us'. The main content area features a 'VIP VENDOR INFORMATION PAGES' banner. Below this, a message states: 'Choose a secure VA Partner to sign into Veterans Enterprise Management Solution (VEMS): Don't have one? [Register for a Sign-In Partner](#) or [Learn More](#)'. There are three sign-in options presented as buttons: 1. 'Sign in with DS Logon' featuring a blue padlock icon with 'DS' inside. 2. 'Sign in with Norton by Symantec' featuring the Norton logo. 3. 'Sign in with ID.me' featuring the ID.me logo. At the bottom left, there is a button labeled 'Select another VA website'.

AccessVA


Securing your Access to VA


IAM
IDENTITY & ACCESS MANAGEMENT


[AccessVA Home](#) | [About AccessVA](#) | [Contact Us](#)

VIP VENDOR INFORMATION PAGES

Choose a secure VA Partner to sign into Veterans Enterprise Management Solution (VEMS):
Don't have one? [Register for a Sign-In Partner](#) or [Learn More](#)

 Sign in with
DS Logon

 Sign in with
Norton by Symantec

 Sign in with
ID.me

Select another
VA website



Review and accept the terms below to be redirected to DS/ID.me logon screen.

Secure Login Redirect

You are being sent to a secure webpage on the DS Logon website to register or log in to your account. After you log in, you will be sent to Veterans Enterprise Management Solution (VEMS).

By continuing you agree to the [terms of VA System use](#).



Enter your login credentials.

[? Help Center](#) [-AA+](#)

DS LOGON ?
**Department of Defense
Self-Service**

[Forgot DS Logon Username?](#)
[Forgot DS Logon Password?](#)



Review the Options below and select the one that applies to you. ****This is a step you will only need to complete the first time accessing the new system.****

[VIP Home](#)[Search](#)[Account ▾](#)[Verification ▾](#)[Logout](#)

Registration Choice Page

Legacy VIP Account Holders

Please enter the username and password you have used to access the legacy VIP system.

Enter Credentials below.

User name

Password

Submit

Users With a Registration Code

If you have received a registration code, please enter it to create a new user profile.

Enter Registration Code.

Continue

First Time Accessing VIP

If this is the first time you are accessing the VIP system, please create a new profile.

Create New Profile



User Profile fields are populated with the information entered into the DS Logon and ID.me account. You can verify and make changes as needed. Once you are done select Submit.

[VIP Home](#) [Search](#) [Account](#) [Verification](#) [Logout](#)

User Profile Page

* Indicates required field

* First Name	Alternate Email Address
<input type="text"/>	<input type="text"/>
* Middle Name	* Street Address 1
<input type="text"/>	<input type="text"/>
* Last Name	Street Address 2
<input type="text"/>	<input type="text"/>
* Primary Phone Number	* City
<input type="text"/>	<input type="text"/>
Secondary Phone Number	* State
<input type="text"/>	-- Select a State -- <input type="checkbox"/>
* Primary Email Address	* Zip Code
<input type="text"/>	<input type="text"/>

[Submit](#)

[Back](#)



This is your new Dashboard. Please see explanation below for each section. As you get further into the application process you will notice additional items

[VIP Home](#) [Search](#) [Account ▾](#) [Logout](#)

[About Verification](#) [Start Verification](#) [Webinars](#) [VA Certified Counselors](#) [Support](#)

Messages	<h3>My Notifications</h3> <p>Additional Documentation is Needed 5/4/2018 1:26:00 PM View Unread</p> <p>Additional Documentation is Needed 5/4/2018 1:26:00 PM View Unread</p> <p>Your application has been voluntarily withdrawn 5/2/2018 9:28:00 PM View Read</p> <p>Your application has been voluntarily withdrawn 5/1/2018 2:55:00 PM View Unread</p> <p>Your document request has been completed 5/1/2018 1:16:00 PM View Unread</p> <p>See All Notifications</p>	<p>Barnes, Christina (222) 222-2222 christin103@gmail.com</p> <hr/> <h3>My Business(es)</h3> <p>[click on the plus sign (+) for details]</p> <div><p>Your Business details will be displayed in this section</p></div>
----------	--	---



Dashboard Items

- **About Verification** will redirect you to the homepage where you will have access to multiple informational links
 - **Start Verification** will start the application process
 - **Webinars** provides a link to all available webinars with specific dates and times
 - **VA Certified** Counselors provides access to a list of counselors available to your area
 - **Support** provides access to knowledge articles related to the Verification Process. Also you have the ability to submit a trouble ticket to the Call Center Or your assigned Case Analyst
-
- **Messages** Displays a list of Notifications
 - **Requested Documents** displays a list of any document requests sent by the Case Worker
 - **Owner Details** allows individual owners to
 - **Upload Individual Taxes**
 - **Upload/Create a Resume**
 - **Sign Individual 0877**
 - **Task List** shows a list of task that must completed in your Verification application
 - **Appointments** provides a list of any appointments set by your Case Worker.
 - **Support Ticket Status** provides the status of any support tickets you have submitted
 - **Emails** will display a list of all emails you receive related to your Verification as well as any special announcements from CVE



Enter a valid DUNS Number. You must be registered in both Dunn&Bradstreet and SAM(System for Award Management) if you do not have a DUNS number click on the link below and you will be taken to the Dunn&Bradstreet site where you can obtain one. If you are not registered with SAM please go to www.sam.gov and complete the registration process.

VIP Home Search Account ▾ Verification ▾ Logout

Enter Duns

Confirm Duns Result
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Enter DUNS Number

* Indicates required field

Let's get started!

The first thing you will need to do is enter DUNS Number. If you don't have one please click <https://www.dandb.com> to obtain one.

* Duns Number

Continue



The system will verify your DUNS and pull your Business address which will be displayed below.

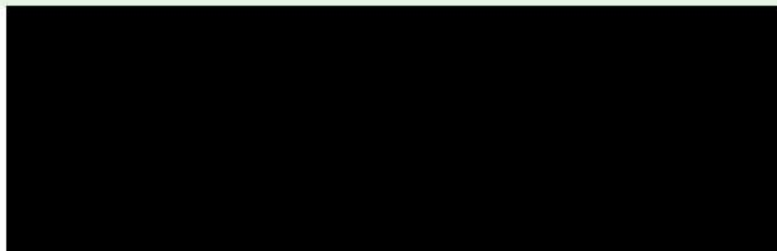
Confirm DUNS Information Page



DUNS match found

Please verify that the information below is correct. If any updates are required, please click the “Back” button below and visit www.sam.gov to update your SAM profile. Once your SAM profile has been updated, please re-enter your DUNS number on the previous page to continue the application process.

www.SAM.gov



Business Information will
be displayed in this
section

Back

Continue

Prequalification questionnaire is required and you will not be able to move forward in the process without completing. The purpose of this questionnaire is to help you determine if you meet the requirements for the Verification program.

[VIP Home](#) [Search](#) [Account ▾](#) [Verification ▾](#) [Logout](#)

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[Submit Verification](#)

Prequalification Part 1 of 2

Are you applying as a Veteran-Owned Small Business (VOSB) or Service-Disabled Veteran-Owned Small Business (SDVOSB)?

VOSB ☒

Have you attended CVE's free Pre-Application or Reverification webinar?

☐

Have you connected with a Verification Assistance Counselor?

☐

Is the business owned at least 51% by another business or entity?

Once you have completed the Prequalification questionnaire you are presented with the results for all passing areas you will see the PASS(in green) FAIL(in red) and WARNING(in yellow). These results are for informational purposes to show how prepared you are for the Verification process and does **not** indicate any final Verification decision.

Prequalification Part 1

Prequalification Part 2

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Prequalification Results

[Click here for a PDF report that you can save](#)

Are you applying as a Veteran-Owned Small Business (VOSB) or Service-Disabled Veteran-Owned Small Business (SDVOSB)?

VOSB ☐

Have you attended CVE's free Pre-Application or Reverification webinar?

Yes ☐

Pass

Does a single Veteran unconditionally own 100% of the business, with no legal distinction between the owner and business?

Yes ☐

Pass



Business Owners Page this is where you would enter data for all business owners and ownership percentage. Click on the +

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Business Owners Page

Your Business Name will be displayed here

VA Form 0877: Enter Owner Information

Steps to complete VA Form 0877:

- 1) Click the 'Add Business Owner' link to add a new owner.
- 2) Input the required fields and click 'Submit' when complete.
- 3) Once an owner is added they can then upload their documents and sign the Form 0877.
- 4) Repeat the process for the remaining owners until the total percentage of ownership reflects at least 99%, and the combination of Veteran(s), Service-Disabled Veteran(s), or Surviving Spouse(s) reflects at least 51% ownership for a VOSB. For SDVOSB the combination of Service-Disabled Veteran(s), or Surviving Spouse(s) of Service-Disabled Veteran(s) reflects at least 51% ownership

Total of Percent Ownership: **0.00%**

Total of Percent Ownership for Veterans,
Service-Disabled Veterans, and Surviving Spouses: **0.00%**

- You must adjust the percent ownership of the owners entered until the total percent ownership is at least 99% and not over 100%
- The total veteran ownership is not between 51% and 100% and must be 51% or greater for verification

Add Business Owners

0.00% Owner: Test User



Back

Continue



This screen allows you to complete your Profile as a Business Owner. The links below enables you to enter your details and add additional owners and ownership percentages. You can also upload or build a resume and upload your personal taxes. Each additional owner will receive a separate email to complete the information required below.

Total of Percent Ownership: **0.00%**

Total of Percent Ownership for Veterans,
Service-Disabled Veterans, and Surviving Spouses: **0.00%**

- You must adjust the percent ownership of the owners entered until the total percent ownership is at least 99% and not over 100%
- The total veteran ownership is not between 51% and 100% and must be 51% or greater for verification

Add Business Owners

0.00% Owner: Test User

[Edit Owner Record](#) | [Remove Owner Record](#)

[Create Resume](#)

[Submit Taxes](#)

Veteran Status:

Salutation:

First Name: Test

Middle Name: cba

Last Name: User

Suffix:

Primary Email: cbarnesmorris@gmail.com

Alternate Email:

Job Title:

% Ownership: 0.00

Business Reps – you have the ability to add a business rep to assist in managing the Business Profile. By default the first person to start the application is designated as the Primary Rep and this gives the ability to add/remove Reps, change the Primary Rep.

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Business Representatives Page

Steps to enter business representatives:

- 1) Click the 'Add Representative' link to add a new rep.
- 2) Input the required fields and click 'Submit' when complete.
- 3) Repeat the process for the remaining representatives that need to be entered.

The primary representative is denoted with an asterisk. The primary representative for this application may add other representatives and/or change the primary representative.

[Add Representative](#)

* Test User



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Continue



Business Information- Here you will need to enter the details specific to the Business you are submitting for Verification

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Business Information Page

* indicates required fields

DUPES
000309809

* Business Name
Test Company

* Business Phone
(222) 222-2222

* Year Established
2012

Fax

* Business Email
cbarnesamorris@gmail.com

Website Address
http://www.testcompany.com

* Mailing Street Address Line 1
2222 K St

* Mailing Zip Code
20024

Mailing Street Address Line 2

* Mailing State
Dist. of Columbia

* Mailing City
Washington

* Mailing County
District Of Columbia

Physical Street Address Line 1

Physical Zip Code

Physical Street Address Line 2

Physical State
-- Select a State --

Physical City

Physical County
--Select a County--

[Add Address](#)

Back

Continue



Business Licenses – Enter any licenses you may hold that are pertinent or required for the operation of your business. If a license is not required for your industry you will have the ability to indicate that on this form. Click on Edit License to complete this section.

Licenses Page

Your Business Name will be displayed here

License Type: - Required

[Edit License](#)

License Name:

Document Type:

Name of Holder:

Issuing State:

[Add Additional License](#)

Back

Continue



Example of how the form will look if you select Yes. You will need to complete all required fields.

View License Information Test Company

* Indicates required fields

Do you have the document to upload?

Yes

* License Upload

* License Name

* License Type

-- Select License Type --

* Issuing State

-- Select Issuing State --

* License Holder Name

[About Document Uploads](#) | [Cancel](#)



Example of how the form will look if you select No. This screen below is standard throughout the system if you select No. You are required to enter details in the box below as to why a specific section does not apply.

View License Information Test Company

* Indicates required fields

Do you have the document to upload?

No



If you are not able to provide a required document for any reason, please submit a statement in its place that clearly explains why the document is not being submitted. CVE will review your explanation and determine if additional information is needed

Enter text here

Submit

[About Document Uploads](#) | [Cancel](#)



Lease Agreements– Click on Edit Lease Agreement and enter all required details related to any lease agreements.

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Lease Agreements Page

Your Business Name will appear here

Agreement Type: Lease Agreements - Required

[Edit Lease Agreement](#)

Agreement Name:

[Add Additional Lease Agreement](#)

Back

Continue



Sample of the fields required on the Lease Agreement form.

Test Company

* Indicates required fields

Do you have the document to upload?

Yes



* Document Upload

Browse...

* Agreement Type

Lease Agreements



* Start Date

* End Date

* Total Monthly Rent

0.00

* Name of lessor who signed

* Name of lessee who signed

* Business name of lessor

* Business name of lessee

* Street 1 Address

Street 2 Address

* City

* State

-- Select a State --





Legal Structure– Your Business Type will determine what documents will be listed and required. Click on the + to expand each section and Edit to complete the form.

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Legal Structure Page

Your Business Name will appear here

[Add Legal Document](#)

Document Type : Stock Certificates - Required



[Edit Legal Document](#)

Document Type : Shareholder Agreement - Required



Document Type : Certificate of Formation - Required



Document Type : Minutes - Required



Document Type : Bylaws - Required



Document Type : Articles of Incorporation - Required



Document Type : Stock Ledgers - Required



Document Type : Franchise Agreement - Optional





Banking Data– Enter the required information.

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Banking Data Page

Your Business Name will appear here

Submit copies of last 10 cancelled checks written from the applicant's financial institution.

Submit the signature card authenticated by financial institutions (Banks, Credit Unions, etc.) that a customer signs when opening an account at a financial institution. It identifies the depositor. A corporate signature card bears the names of the firm's officers authorized to sign checks or transfer funds.

Bank Document Type: Signature Card - Required —

[Edit Signature Card](#)

Bank Name:

Bank Document Type: Signature Card

Bank Document Type: Cancelled Check - Required +

[Add Additional Bank Data](#)

Back

Continue



Sample Bank Information form

View Bank Information

Your Business Name will appear here

* Indicates required fields

* Do you have a signature card or paper check to upload?

No ☐

If you are not able to provide a required document for any reason, please submit a statement in its place that clearly explains why the document is not being submitted. CVE will review your explanation and determine if additional information is needed

* Bank Document Type

Signature Card ☐

Submit



Financial Data– Complete all required fields.

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Financial Data Page

Your Business Name will appear here

* Indicates required fields

* Average Annual Revenue	* Bonding Level per Contract
\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>
* Largest Contract Awarded to Date	* Aggregate
\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

Show My Financial Data to Public

☒



Revenue and Taxes - Enter the required Business Tax data and forms.
Selecting Add Additional Tax gives you the ability to enter additional tax forms.

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Revenue and Taxes Page

Your Business Name will appear here

Please upload complete copies of your three (3) most recent business tax returns.

Tax Form: Tax Document - Required



[Edit Tax Year](#)

Year 1 :

Tax Form:

Tax Form: Tax Document - Required



Tax Form: Tax Document - Required



Tax Form: Payroll Distribution Ledger(Current Year to Date) - Required



Tax Form: Payroll Distribution Ledger(Last Full Year) - Required



[Add Additional Tax](#)

Back

Continue



If you do not have the 3 years of tax documents and you select NO you will need to provide an explanation in the box below.

View Revenue and Taxes Information

Your Business Name will appear here

* Indicates required fields

Do you have a document to upload?

Yes

* Tax Form Type

--Select Tax Form Type--

* Document Upload

* Tax Year

[About Document Uploads](#) | [Cancel](#)



Joint Ventures – This section will be displayed only if you indicated in the Prequalification questionnaire that your business was part of a Joint Venture.

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Joint Venture Relationships Page

Your Business Name will appear here

[Add Joint Venture Relationship](#)

Back

Continue



Sample Joint Venture form

Enter Joint Venture Information Page

Your Business Name will appear here

Do you have a document to upload?

Yes ☐

* Document Upload

* Business Name

Business Street Address 1

Business Street Address 2

* City

* State

--Select a State-- ☐

* County

-- Select a County -- ☐

* Date of Agreement

* Expiration Date of Agreement

Phone

Fax

Zip

Website Address

URL format = *http://www.example.com*

[About Document Uploads](#) | [Cancel](#)



Contracts– You are required to provide details on your last (5) contracts.

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Contract Information Page

Your Business Name will appear here

Submit copies of last 5 contracts and/or proposals, and include bids and purchase orders or work agreements (Cover page and Signature page only), if applicable.

Contract Number: - Required

[Edit Contract](#)

Contract Number:

Organization:

Last Modified: 5/2/2018

[Add Additional Contract](#)

Back

Continue



Sample Contract form

Enter Contract Information Page

Your Business Name will be displayed here

* Indicates required fields

Do you have the contract document?

Yes



* Contract Upload

Browse...

* Type of Service

* Awarded By

* Year

* Total Amount Awarded

\$ 0.00

* Prime or Subcontractor?

Prime



* Contract Type

Federal Contract



* Contract Number

* Contracting Officer

* Organization Name

* Organization Phone

* Department of Defense Contract

No



Federal Supply Schedule

No



Submit



If you do not have any Contract data to upload select No and enter an explanation below.

Enter Contract Information Page

Your Business Name will be displayed here

* Indicates required fields

Do you have the contract document?

No



If you are not able to provide a required document for any reason, please submit a statement in its place that clearly explains why the document is not being submitted. CVE will review your explanation and determine if additional information is needed

Submit



NAICS Codes– NAICS codes are pulled from your SAM account. This system will allow you to remove a NAICS code but you can not add any. You can also select a Primary NAICS code which will only be applicable to this Verification process.

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Submit Verification

Business NAICS Codes Page

Your Business Name will appear here

* indicates required fields

In order to be eligible for the Verification Program, your business must qualify as small for all NAICS codes listed in your VIP profile. Each NAICS code has a corresponding size standard, established and maintained by the Small Business Administration (SBA).

Generally, size standards fall into one of two categories: dollar-based or employee-based. For NAICS codes that apply a dollar-based size standard, your business is considered small if your most recent three (3)-year average annual receipts falls below the dollar threshold. For NAICS codes that apply an employee-based size standard, your business is considered small if your average number of employees for each pay period over the last twelve (12) months falls below the employee threshold.

For more information on NAICS codes, size calculation, and to review Small Business Administration's Table of Small Business Size Standards, please visit [Small Business Association Size Standards](#).

If you believe NAICS codes may be missing that your business is eligible for, please contact the System of Award Management directly [Sam.gov](#).

* Primary NAICS:

NAICS Codes

11
111
1111
11111
111111
1111110
11112
111120
11113
111130
11114
111140
11115
111150
11116
111160

Remove Code

* Selected NAICS Codes

111120



FSC Codes– Not required. If this does apply just click Continue

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FSC Codes Page

Your Business Name will appear here

Submit, if applicable, eligible FSC codes for your business.

FSC Codes

1005
1010
1015
1020
1025
1030
1035
1040
1045
1055
1070
1075
1080
1090
1095
1105
1110
1115
1120

Add Code

Remove Code

Selected FSC codes





PSC Codes– Not required. If this does apply just click Continue

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Business Type

PSC Codes Page

Your Business Name will appear here

Submit, if applicable, eligible PSC codes for your business.

PSC Codes

AA10
AA11
AA12
AA13
AA14
AA15
AA16
AA17
AA20
AA21
AA22
AA23
AA24
AA25
AA26
AA27
AA30
AA31
AA32

Add Code

Remove Code

Selected PSC codes



Business Type – Complete all required fields below

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Business Type Page

Your Business Name will be displayed here

* Indicates required fields

* F.E.I.N.

Cage Code

Woman Owned Small Business

No

Minority Owned Small Business

No

Purchase Card

No

HubZone

No

Sb8a

No

Back

Continue



Capabilities– Complete all the fields below

- Prequalification Part 1
- Prequalification Part 2
- Prequalification Results
- Business Owners
- Business Reps
- Business Information
- Business Licenses
- Lease Agreements
- Legal Structure
- Banking Data
- Financial Data
- Revenue and Taxes
- Joint Ventures
- Contracts
- NAICS Codes
- FSC Codes
- PSC Codes
- Business Type
- Capabilities**
- Submit Verification

Capabilities Page

--- --

Your Business Name will appear here

* Indicates required fields

* Number of Employees

* Number of Operating Locations

* Number of Veteran Employees

Capabilities Keywords

Current Level of personnel security clearance

Confidential ☒

Capabilities Narrative

Current Level of facility security clearance

Confidential ☒

Geographical Service Area

Alabama

Alaska

Alberta

All

American Samoa

Arizona

Arkansas

Add State

Remove State

Selected Areas Served

Back

Continue



Submit Verification– Once you have completed all required fields the system will review your application and provide a summary of the information provided all completed sections will have a green check mark. Any section that requires attention will provide detail on what is missing. In this example I did not complete my owner information and sign the 0877.
Click on Return to Dashboard(bottom of the screen)



Submission Not Allowed

The application cannot be submitted. Please review and complete the items below in order to submit the application.

If the incomplete information is in the Owner Information or Personal Taxes sections, please direct those owners to provide the missing information via the "Owner Details" section on the left hand side of their VIP portal dashboard. For other sections, please submit the missing information via the corresponding tabs of the navigation menu on the left side of the current screen.

Verification Number: 100743

Owner Information:

Christina Barnes has not finished their resume
Christina Barnes has not signed their 0877

Licenses:

No license upload has been completed for the business

Lease Agreements:

Lease agreement has not been completed for the business

Legal Structure Documents:

Not all required legal structure documents are uploaded for the business

Banking Data:

Banking data uploads have not been completed for the business

Click on Return to
Dashboard



Main Dashboard – Click on Owner Details to complete the required sections

[About Verification](#) [Start Verification](#) [Webinars](#) [VA Certified Counselors](#) [Support](#)

<div><div> Messages</div><div> Requested Documents</div><div> Owner Details</div><div> Task List</div><div> Appointments</div><div> Support Ticket Status</div><div> Emails</div></div>	<div><div>My Notifications</div><div>Your application has been voluntarily withdrawn 5/5/2018 8:21:00 PM View Unread</div><div>Additional Documentation is Needed 5/4/2018 1:26:00 PM View Unread</div><div>Additional Documentation is Needed 5/4/2018 1:26:00 PM View Unread</div><div>Your application has been voluntarily withdrawn 5/2/2018 9:28:00 PM View Read</div><div>Your application has been voluntarily withdrawn 5/1/2018 2:35:00 PM View Unread</div><div>See All Notifications</div></div>	<div><div>Barnes, Christina (222) 222-2222 christin103@gmail.com</div><div><div>My Business(es)</div><div>[click on the plus sign (+) for details]</div><div><p>Your Business details will be displayed here. Once the application has been submitted and assigned you will see your Case Worker Name and Phone. You will also see the following:</p><p>Verification #</p><p>Type: Registration/Reverification/Change Request</p><p>Stage</p><p>Application Days</p></div><div><p>You will also have the Option to Edit the Profile and Withdraw</p></div></div></div>
---	--	---

Owner Details click on the link for each section and enter all required information. Here you will also have the ability to complete and sign the 0877 form.

 Messages	<h2>Owner Details</h2> <p>Your Business Name and Verification ID number will be displayed here.</p> <p>Owner of : Edit Owner Record</p> <p>Resume: Create Resume</p> <p>Personal Taxes: Submit Taxes</p> <p>Form 0877: Sign Form</p> <p>Name: Barnes, Christina Veteran Status: Veteran Suffix: Primary Email: christin103@gmail.com Alt Email: Job Title: Owner % Ownership: 100.00</p>
 Requested Documents	
 Owner Details	
 Task List	
 Appointments	
 Support Ticket Status	
 Emails	



Sample Resume screen

Resume Page

Your Business Name will be displayed here

All owners, directors, partners, officers, and other key personnel must submit a resume. You may upload an existing resume or create a resume within your profile by adding Employment and Education history below. If you elect to create a resume in your profile, you may save changes and continue to edit until you are ready to submit.

Once you have uploaded or created your resume and are ready to submit it, please select "Yes" from the "Resume Completed" field at the bottom of this page.

Do you have a Resume document to upload?

Yes ☒

Resume Upload

[Add Employment Record](#)

[Add Education Record](#)

Resume Completed

No ☒

Sample Resume – if you do not have a Resume select No and you will receive the prompt below to build a Resume in the system.

Resume Page


Your Business Name will be displayed here

All owners, directors, partners, officers, and other key personnel must submit a resume. You may upload an existing resume or create a resume within your profile

by ad
to sub
Once
Do yo

add
add

Message from webpage

 Please create a Resume by adding Employment and Education history below.

Resume Completed

☒

[About Document Uploads](#) | [Cancel](#)



Personal Taxes - Click on Add Additional Tax Year and complete the required information

Personal Tax Information Page

Your Business Name will be displayed here

[Add Additional Tax Year](#)

[Back](#)



Click on the dropdown arrow under “Verify Information is True” and select Yes.

Sign Form 0877

Your Business Name will be displayed here

VA Form 0877: Affirmation



Sign VA Form 0877:

I certify that, to the best of my knowledge and belief, all information I have provided is true, correct, complete, and made in good faith. I understand that a false statement on any part of my application may be punished by fine or imprisonment (U.S. Code Title 18, Section 1001). Additionally, misrepresentations of VOSB or SDVOSB eligibility may be utilized by VA as evidence in a proceeding under 38 U.S. Code 8127(g). Such a proceeding could result in the business concern being debarred, for a period not less than 5 years, from contracting with VA as a prime contractor or a subcontractor.

Verify Information is True

No



Click on Submit.

Sign Form 0877

Your Business Name will be displayed here

VA Form 0877: Affirmation



Sign VA Form 0877:

I certify that, to the best of my knowledge and belief, all information I have provided is true, correct, complete, and made in good faith. I understand that a false statement on any part of my application may be punished by fine or imprisonment (U.S. Code Title 18, Section 1001). Additionally, misrepresentations of VOSB or SDVOSB eligibility may be utilized by VA as evidence in a proceeding under 38 U.S. Code 8127(g). Such a proceeding could result in the business concern being debarred, for a period not less than 5 years, from contracting with VA as a prime contractor or a subcontractor.

Verify Information is True

Submit



Click on the link below to Sign the Form.

VIP Home

Search

Account ▼

Verification ▼

Logout

Mock Access VA Page

[Click Here to Sign Form](#) ·



Once the system has finished applying your digital signature you will see the message below. If you select the option to view your signed document you will see a copy of your signed 0877. If you select Click here to return you will be taken back to the Dashboard.

VIP Home

Search

Account ▼

Verification ▼

Logout

Signing is complete

[Click here to view signed document](#)


[Click here to return](#)

Review the Submission Certification statement and select Yes to agree. If you worked with a Verification Assistance Counselor you can enter that information below. Click on Submit to complete the submission of your application for Verification

[VIP Home](#) [Search](#) [Account](#) [Verification](#) [Logout](#)

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Submit Verification Page



Submission Certification

I certify that, to the best of my knowledge and belief, all information I have provided is true, correct, complete, and made in good faith. I understand that a false statement on any part of my application may be punished by fine or imprisonment (U.S. Code Title 18, Section 1001). Additionally, misrepresentations of VOSB or SDVOSB eligibility may be utilized by VA as evidence in a proceeding under 38 U.S. Code 8127(g). Such a proceeding could result in the business concern being debarred, for a period not less than 5 years, from contracting with VA as a prime contractor or a subcontractor.

Select Yes to Agree

Yes

VAC Selection

If you worked with a Verification Assistance Counselor during the application process, please select that person from the dropdown menu below. If you do not see your counselor's name in the menu, please enter it in the box below it.

-- Please Select a VAC --

Other Counselor

Submit



Once the application is submitted successfully you will receive the following notification. At this point your application has been submitted for processing and is Pending assignment to an Analyst for processing.

[VIP Home](#) [Search](#) [Account ▼](#) [Verification ▼](#) [Logout](#)

Verification Submitted



Submission Success

Thank you for submitting your verification application. Your application has been submitted successfully to an OSD BU Case Analyst

[Return to Dashboard](#)



Questions

vip@va.gov